

Hall of Records  
CommissionREQUEST FOR RECORDS RETENTION SCHEDULE  
To be Submitted to the Records Management Division  
Hall of Records CommissionSCHEDULE  
NO. 190  
PAGE  
NO. 1

1. Requesting Agency

COMMISSION ON UNIFORM ACCOUNTS

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4.  
Item  
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation  
of Hall of Records  
and Board of Public  
Works.1. ALL RECORDS OF THE COMMISSIONQuantity: 2 legal size drawers (4 cubic feet)  
Dates: 1947 - 1953

The Commission was established in 1947 (Chapter 328, Acts of 1947) and abolished by the General Assembly in 1953 (Chapter 195). The Commission was directed to formulate a uniform system of financial reporting for all counties, incorporated cities or towns, and taxing districts and to prescribe the forms of the report. As a result of its findings a standard chart of accounts was established and the forms to be used for the annual financial report designed. The Commission published January, 1950, a Mammal of Uniform Financial Reporting for Counties, Incorporated Cities or Towns, and Taxing Districts of Maryland. The Mammal contains the standard chart of accounts.

The remaining records of the Commission are located in the office of the State Auditor. These consist of data assembled from counties, municipalities, and other sources used to prepare the Mammal and design the forms; correspondence, and other material pertinent to the work of the Commission.

**RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS; MICROFILM COPIES TO BE DEPOSITED IN THE HALL OF RECORDS.**

APPROVED  
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James L. Benson State Auditor July 26/1955  
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of  
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of  
Public Works.8/4/55  
DateMorris S. Radul  
ArchivistAUG 8 1955  
Date

Secretary

J. McLean  
Secretary

## REQUEST FOR RECORDS RETENTION SCHEDULE

SCHEDULE  
NO. 190

Hall of Records

To be Submitted to the Records Management Division

PAGE  
NO. 1

Commission Microfilm transcript Hall of Records Commission

1. Requesting Agency

2. Division or Bureau of Requesting Agency

## COMMISSION OF UNIFORM ACCOUNTS

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☐ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☒ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1.	<p>ALL RECORDS OF THE COMMISSION</p> <p>Quantity: 2 Legal size deawers (4 cubic feet) Dates: 1947-1953</p> <p>The commission was established in 1947 (Chapter 328, Acts of 1947) and abolished by the General Assembly in 1953 (Chapter 195). The Commission was directed to formulate a uniform system of financial reporting for all counties, incorporated cities or towns, and tacing districts and to prescribe the forms of the report. As a result of its findings a standard chart of accounts was established and the forms to be used for the annual financial report designed. The Commission published January, 1950 a <u>Manual of Uniform Financial Reporting for Counties, Incorporated Cities or Towns, and Taxing Districts of Maryland.</u> The Manual contains the standard chart of accounts.</p> <p>The remaining records of the Commission are located in the office of the State Auditor. These consist of data assembled from counties, municipatities, and other sources used to prepare the Manual and design the forms; correspondence, and other material pertinent to the work of the commission.</p> <p>RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS: MICROFILM COPIES TO BE DEPOSITED IN THE HALL OF RECORDS.</p>	

7. Agency, Division or Bureau Representative

signed: James K. Bensen, State Auditor

July 20, 1955

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Signed 8/4/55: Morris L. Radoff

signed

Date

Archivist

Date

Secretary